

GENERAL INFORMATION FOR COMMUTING PARTICIPANTS

REGISTRATION - Commuters will complete their register on Monday morning between 7:15 and 7:45 AM. You will need your license plate number to complete the registration. Please refer to your confirmation email for the dates of your workshop. **CHECK THE DATE CAREFULLY.**

You will park your car in the Annex parking lot across the street from the school. Please be careful crossing the street. WAIT for the walk light. The corner blocks pedestrians from cars and we do not want you to have a close call. You will be given a nametag and additional information during this registration process.

PARKING - Commuting participants must park in the parking lot across the street from the school. We will need your car license plate number if you are parking a car on campus at any time during the week. **Please bring your license plate number with you for registration.**

NAME TAG - Please wear your nametag each day. Security mandates that all participants wear their nametags while on campus. Also, other participants want to know who you are and which workshop you are taking.

GRADUATE CREDIT - A registration form and instructions are available at the TEC office during the week of your workshop. (The completed forms and a check made payable to the University of Hartford can be brought to the TEC office during the week or could be sent directly to the university.)

The MARTIN HEALTH CENTER, a pediatric facility available for **emergency use only** by the Taft Educational Center, is staffed on a 24-hour basis by a registered nurse. There are two hospitals in nearby Waterbury and several walk-in clinics for adult care.

SCHOOL STORE - School supplies are available in the school store, located in the basement of the Charles P. Taft Hall (CPT). The business hours are posted on the door.

TELEPHONE - Messages will be taken at the Center's office. Urgent messages will be delivered immediately when workshops are in session. The main phone number for urgent phone messages is 800-274-7815. The office is manned between 2:00 PM - 9:00 PM on Sunday and 7:30 AM - 9:00 PM Monday through Thursday.

CHECKOUT - Please plan to be checked out by Friday at 2:00 PM by leaving your nametag in the Taft Educational Center's office, or with a member of the TEC staff.